

CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Transportation Engineering Technician	District 2/Planning/Advance Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Engineering Technician	902-800-3175-XXX	

As a valued member of the Caltrans family, you make it possible for the Department to improve mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to those we serve.

1 GENERAL STATEMENT

Under the supervision of a Senior Transportation Engineer, serving as a Transportation Engineering Technician (TET), the incumbent independently assists in the planning, organizing and performance of a variety of complex technical and analytical engineering activities. Travel including occasional overnight stays may be required. Incumbent will operate state vehicles, must possess a valid drivers license.

2 TYPICAL DUTIES

Project Initiation Documents

65% (*E)

Employee will assist in the preparation of designs, plans, estimates, reports, and specifications for all types of highway and bridge projects and will use CADD (Computer Aided Drafting and Design) computer applications, including CAiCE, Microstation, etc., to do transportation engineering technician work. The Transportation Engineering Technician (TET) will develop Triangular Irregular Networks (TINs), possibly 3-D models, import and manipulate aerial photographs, and produce demonstration displays for reports and public meetings.

Project Design

15% (*E)

Employee will assist in the delivery of a portion of District 2's Minor Program (small design projects). Employee will assist in preparing complete project plans and estimates on assigned projects using engineering hardware and software. Employee will also assist in field surveys and investigations, including using surveying instruments and methods.

*ESSENTIAL FUNCTION – A fundamental task necessary to complete the primary mission of the position, unit or program.

**MARGINAL FUNCTION – An additional task that supports the primary mission of the position, unit or program, but least important and can be assigned to others.

General

10% (M)**

Assists in the delivery (writing, compilation, etc.) and preparation of:

- Project Study Reports (PSRs)
- Project Reports (PRs)
- Project Scope Summary Reports (PSSRs)
- Plans & Estimates Submittals (P&Es)

Field Investigations

5% (M)**

Field investigations required for delivery of the District's design projects and Project Initiation Documents (PIDs). This may include field surveying in rugged terrain and/or in close proximity to vehicular traffic, photographing, and applying strategies to resolve the project needs.

Reviews

5% (M)**

Reviews plans and estimates for completeness and accuracy. Attend meetings, at times as Department representative.

3 SUPERVISION AND GUIDANCE EXERCISED OVER OTHERS

This position does not supervise other employees.

4 KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The employee must have a good working knowledge of computer applications. Specifically this would include: Microstation, CAiCE, Microsoft Excel and Word.

Position requires knowledge of Department's mission, vision, goals, objectives, values, organization, policies and procedures.

Ability to:

- Plan, organize, and schedule work to accomplish the District Advance Planning Program mission, goals and objectives.
- Use own initiative to take the appropriate action as dictated by schedule or receipt of information.
- Read and interpret documents such as Department Directives, policies, procedure manuals, and statutes.

Must be able to:

- Establish and maintain positive cooperative working relationships in an office environment with co-workers and employees of local agencies.
- Travel to various locations, occasionally requiring an overnight stay for meetings, field reviews, and surveys or training purposes.

5 RESPONSIBLE FOR DECISION, ACTION AND CONSEQUENCES:

For each given assignment, employee is responsible for the timely initiation and prosecution of:

- Requests for information and services of others.
- Project development.

The employee is required to coordinate project and report needs with District 2 personnel, North Region personnel and their functional units, as well as other districts, HQ units and government agencies (Federal, State, local).

Failure to diligently prosecute the above may delay projects, increase cost, and result in a less than satisfactory product. And just as significantly, there can be a loss of reputation and future work that will not come to the Department because past performance has been less than satisfactory.

6 PUBLIC AND INTERNAL CONTACTS

This position requires communications within the division, other district divisions, and headquarters. Incumbent will have occasional contact with State, Tribes, County, City and other local agencies on transportation projects. Contact can be by telephone, electronic mail, written correspondence, facsimile, and in person. Incumbent may represent District Two Advance Planning at various meetings, involving local governments and allied agencies.

7 PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a computer keyboard and video display terminal. Employee may also be required to travel. Fieldwork may include climbing embankments, crossing creeks, and working close to vehicular traffic. Incumbent also needs to develop and maintain cooperative working relationships; respond appropriately to difficult situations and recognize emotionally charged issues or problems.

8 WORK ENVIRONMENT

While at their base of operation, employees will normally work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

I certify that I can perform the duties listed above without *reasonable accommodation.

EMPLOYEE NAME (Print)

EMPLOYEE SIGNATURE

DATE

I have discussed and provided a copy of this duty statement to the employee names above.

SUPERVISOR SIGNATURE

DATE

**If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.*